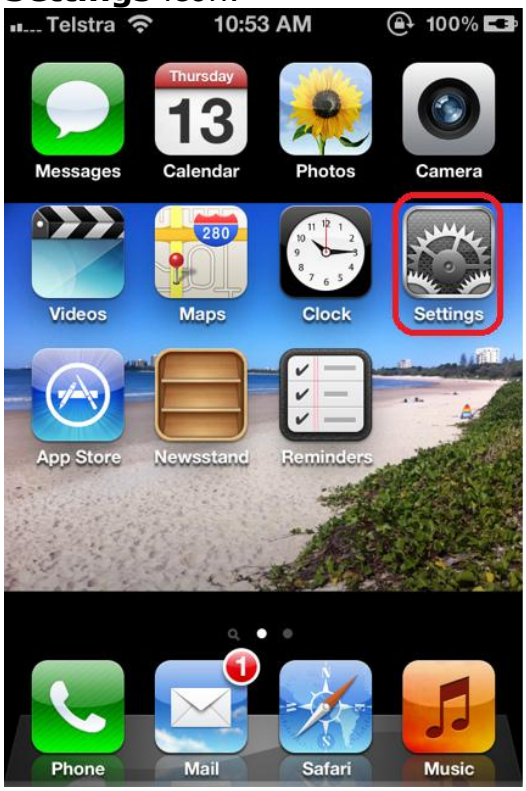
# How To Update Your Exchange Account On An iPhone

1. From the Home screen press the **Settings** icon.




2. Scroll down and select the **Mail, Contacts, Calendars** option.

3. Select your **DCPS Exchange** account.

4. Select **Account** options.

For additional assistance please contact **ITServUs** - (202) 727-2277 - helpdesk.servus@dc.gov

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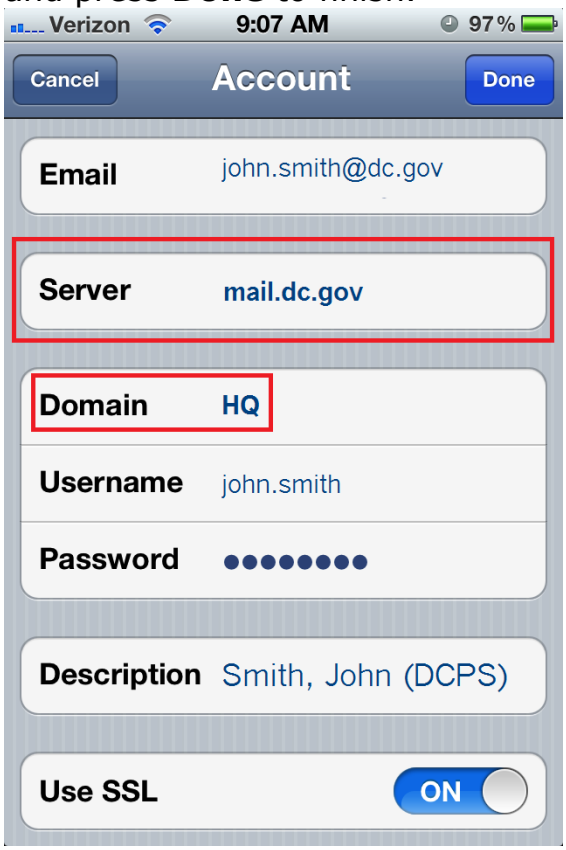
5. Select the server field and update it to **mail.dc.gov**. Make sure that the domain is listed as **HQ**, and press **Done** to finish.




6. To exit the email settings, press **Mail → Settings** and then the **Home button**.

7. From the home screen select the **Mail** App to begin using your DCPS Email Account.